



**North Carolina Department of Health and Human Services
Division of Mental Health, Developmental Disabilities and Substance Abuse Services**

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Michael F. Easley, Governor
Carmen Hooker Odom, Secretary

Michael Moseley, Director

December 1, 2004

MEMORANDUM

TO: LME/Area Program Directors
FROM: J. Michael Hennike, Interim Chief
RE: State Facilities Children Services Admission Protocol

We are pleased that State Operated Services (SOS) is now able to distribute the enclosed Admission Protocol for the State operated Psychiatric Residential Treatment Facilities (PRTFs) Dorothea Dix and John Umstead Hospitals, Whitaker and Wright Schools. This protocol has been developed, implemented and distributed to ensure a consistent, an equitable and efficient process of admission to State operated child residential facilities.

In order to directly admit to any of these facilities, the appropriate admission application must be completed and returned to the respective facility with requested clinical data regarding the potential applicant. Please note that this updated protocol includes authorization signatures of both the LME/Area Program Director and the Community Collaborative Chair or the LME/Area Program Child and Family Coordinator. It is our intention that this will assist in the appropriate delivery of State operated child residential services across the State.

If you have any questions for a specific child services facility, please contact them directly as indicated below:

Debra Ferrell, LCSW	John Umstead PRTF	919-575-7036
Mark Stein, Ph.D.	Dorothea Dix PRTF	919-733-5537
Deborah A. Simmers	Wright School	919-560-5790
Ray Newnam, Ph.D.	Whitaker School	919-575-7927

We appreciate your cooperation as we continue to assist you in expanding the capacity of community services while implementing our State Mental Health Reform.

LW/ck

enclosure

cc: Secretary Carmen Hooker Odom
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